

Q1. Tick (✓) in front of the correct statement and (x) in front of the wrong one.

- 1-Digital citizenship means using the internet irresponsibly. (x)
- 2-The internet can be a tool for spreading awareness. (✓)
- 3- A good website is characterized by being organized, easy to use, and its design is attractive. (✓)
- 4- The information should be verified before use. (✓)
- 5- Good design makes the website easier to use. (✓)
- 6- The Library of Alexandria website is a reliable source. (✓)
- 7.Information websites are used for entertainment purposes only. (x)
- 8- Anyone can create a simple website by himself. (✓)
- 9-Commercial services are intended for awareness-raising purposes. (x)
- 10- Personal information must be known during the purchase process on any website. (x)
- 11-Online advertisements are always true. (x)
- 12- Safe shopping means being wary of unreliable websites. (✓)
- 13-Online shopping can be risky if we don't practice safe shopping. (✓)
- 14- Educational websites are non-commercial. (✓)
- 15- Groups cannot be created within the browser. (x)
- 16- You can use a Microsoft Edge browser on the Windows operating system. (✓)
- 17- A web browser is a program or application that helps you browse in websites. (✓)
- 18- Features of the Microsoft Edge browser are security and privacy. (✓)
- 19-New pages can be added to a group in Microsoft Edge Google Chrome. (✓)
- 20-Example of web browsers is Google Chrome(✓)
- 21-Educational websites and digital libraries are reliable sources. (✓)
- 22-Any website can be trusted without verification. (x)
- 23-A good source mention the writer of content (✓)
- 24- Comparing sources helps ensure accuracy. (✓)
- 25-The source mentioned in your project is one form of respecting the rights of others ✓
- 26-The publication date should be ignored. (x)
- 27- Asynchronous communication means communication at different times. (✓)
- 28- It is important to care about online communication ethics. (✓)
- 29-Synchronous communication means communicating at different times. (x)
- 30-One of the etiquettes of communication is using polite words. (✓)



- 31-Good communication helps build good relationships with our colleagues. (✓)
- 32-Email is an example of synchronous communication. (✗)
- 33.Good communication facilitates cooperation. (✓)
34. Many messages must be sent to annoy others. (✗)
- 35.One of the etiquettes of communication is to avoid using offensive language. (✓)
36. We choose the appropriate means of communication depending on the situation. (✓)
- 37.When rapid communication or direct teamwork is needed, we use synchronous communication. (✓)
38. Synchronous communication is more important than asynchronous communication. (✗)
39. Files can be recovered from the Recycle Bin if they have not been permanently deleted. (✓)
- 40.program Recuva one of the free programs for recovering deleted files. (✓)
41. To restore the file from the Recycle Bin, right-click on the file and select restore. (✓)
- 42.It is recommended to install the recovery software on the same disk from which the files were deleted. (✗)
- 43.Good communication helps build good relationships with our colleagues. (✓)
- 44.Deep scan option helps find deleted file a long time ago. (✓)
45. The data must be verified before being displayed. (✓)
46. Excel cannot be used to display the data. (✗)
- 47.Data can be collected from more than one source. (✓)
48. We use colors and headings to display the data to be attractive and easy to understand. (✓)
49. Organization helps in understanding the data. (✓)
50. If the data is incorrect, the results are correct. (✗)
51. A good presentation needs to be well-organized. (✓)
52. Images and videos cannot be used in presentations. (✗)
- 53.Shorter slides are better for presentations. (✓)
54. PowerPoint is one of the presentation programs. (✓)
- 55.Attractive colors and titles do not aid understanding. (✗)
56. One of the presentation programs is Excel. (✗)



Q2. Choose the Correct Answer:

1-Digital citizenship is defined as...

A- Using games only

B-Use technology carefully and respectfully

C- disable the internet

d- don't share information

2-It is one of the duties of social responsibility.....

A- Not spreading rumors

B-Using the internet to spread goodness and knowledge

C- Non-cooperation

D- A and B together

3-Some common online misconceptions are.....

A- Mocking others

B-Disrespect for rules

C- Posting photos without permission

D- All of the above

4-Organizations help the community through

A-publishing awareness campaigns

B-hiding information.

c) Blocking useful websites

d- Reducing participation

5-One of the values of digital citizenship is.....

A- Mocking others

B- Laziness and negligence

C- Respect and responsibility

D- Spreading rumors

6-Good online behavior is

A- Respecting others

B-Mocking others

C- Ignoring the rules

D-posting people's photos without their permission

7- A website can be created using.....

A-WordPress.

B-Excel.

C-PowerPoint.

D-Word.

8-It must be ensured that the site.....

A-Reliable and secure.

B-No content.

C-Unknown.

D-Difficult to use.

9-Examples of commercial websites.....

A-Amazon.

B-Wikipedia.

C-Knowledge Bank.

D-YouTube.

10-Safe shopping means.....

A-Use trusted websites.

B-Providing data to any website.

C-Opening strange links.

D-Account posting.

11-To add the current page to a new group in Microsoft Edge We choose.....

A-Add current page.

B -close window.

C-delete history.

D-new tap only.

12-Examples of web browsers.....

A-Excel.

B- Paint.



C-PowerPoint.

D-Google Chrome.

- 13- A good source should contain.....
A-**The author's name.** B-numbers.
C- **Just a lot of pictures.** D-advertisements.
- 14-Methods of verifying information... ..
A-**Comparing more than one site.** B- Read only one title.
C-Ignore the sources. D-Copying texts without reviewing them.
- 15- Good communication leads to.....
a-**Better cooperation.** b-misunderstanding.
c- **Connection interruption.** d-Constant problems.
- 16-Examples of synchronous communication.....
a-Email. b- **A phone call.**
c-**Postponed messages.** d-Paper notes.
- 17-Etiquette of communication.....
a-**Mocking them.** b-**Respect for others.**
c- **Sending offensive messages.** d-Ignore the replies.
- 18-Examples of asynchronous communication.....
a-**Email.** b-A phone call.
c-**Postponed messages.** d-Paper notes.
- 19-The first step to recovering a deleted file from your computer.....
a- **Install file recovery software.** b-Internet search.
c- **Open the recycle bin and restore the file.** d-Restart the computer
- 20-When installing the recovery program, it is recommended to install it on.....
a-**The same disk from which the files were lost.** b- **Different or external disk.**
c- **Mobile phone.** d-The trash can.
- 21-The data is.....
a-**primary information.** b-Final results.
c-Random numbers. d-Pictures only.
- 22-A good presentation makes the information.....
a-**Correct and accurate.** b-Boring.
c-**Mysterious.** d-Untidy.
- 23- The slides must be.....
a- **Short and clear.** b- Crowded with words.
c- **Without order.** d- It's full of numbers.
- 24- A good presentation should contain.....
a- **Images and colors.** b- Long pages.
c- **Many texts.** d- Small lines.